Call Meeting to Order: The meeting was called to order at 9:00 a.m. by Tim Behlings. In attendance were Becky Drury, Karl Jegeris, Amanda Scott, Gary Sortland, Kevin Thom, Alexa White and Dustin Willett.

Public Comments: No public in attendance; nothing brought forth.

Agenda: Motion by Sortland to approve agenda, second by Thom. Motion carried.

Minutes: Motion by Jegeris to approve the January 12, 2018 minutes as presented, second by Sortland. Motion carried. April 27, 2018 meeting, no quorum.

OLD BUSINESS

• Cold Storage (108 E. Main): Willett stated EM has vacated 108 E. Main. Moved to out-building (Ziggy’s) and continue to organize space.

• EM Succession / Contingency Plan:
  o Back-up EOC (Emergency Operations Center) Location/Set-up: Willett noted Emergency Management (EM) and Emergency Services Communications Center (Dispatch) having similar needs, both will share back-up location at Camp Rapid. ESCC has initiated their set-up. Request for Camp Rapid badges has been submitted.
  o Duty Officer Program: Willett said EM continues to move forward with establishing this program, covering IPaws and EAS system. Once program is ready, will seek EM User Board members to promote within respective agencies, assigning appropriate personnel for the training and commitment.

• Exercise (Training) & Public Education:
  o POD (Point of Dispensing) Exercise: White shared in conjunction with SD Department of Health, exercise currently scheduled for November 1, 2018 at Western Dakota Tech. Exercise will be dispensing flu shot (1,100 doses = 3 years - adult and 60 pediatric doses).
  o CMS (Center for Medicare and Medicaid Services) Exercise: Willett stated new national regulations mandate all participating providers and suppliers are required to develop and maintain an emergency preparedness plan. The plan must be reviewed and updated at least annually. The annual review must be documented to include the date of the review and any updates made to the emergency plan based on the review. The format of the emergency preparedness plan that a facility uses is at its discretion. Local organizations have contacted EM for guidance. Noting, 105 physical locations/66 organizations located within Pennington County, EM will initiate a training exercise on August 29, 2018 in the EOC.
  o PDM (Pre-Disaster Mitigation) Preliminary Damage Assessment: Willett noted, EM’s responsibility is to serve in support role; coordinate resources needed/requested. Willett will incorporate section in ICS-402 (elected officials) training covering this subject.
  o Disaster Awareness Day: White said 10th annual event is scheduled for September 9, 2018 at Main Street Square. 20 agencies are currently signed up to participate. Working with Ellsworth AFB on possible 3K fun run to draw participation. Reevaluating previous event marketing strategies to further enhance participation.
• **Pre-Disaster Mitigation Plan:** Willett anticipates final plan to be submitted to State for approval within coming weeks.

• **Met Warn Flood System:** Willett is working with applicable parties on a formal written agreement. Cost sharing formula is based on population necessitating data review due to growth.

**NEW BUSINESS**

• **FY2019 HLS Grant Process/FY2019 Update:** Willett conveyed, all regional projects have been selected and prioritized. Waiting for State to communicate award funding. Willett will communicate to stakeholders’ decision from the State, when received. Willett reiterated, next year (FY2020) THIRA reequipment will be intact for grant funding requests.

• **FY2019 Budget:** Willett shared City and County budget process is moving forward. Drury said Mayor would have budget to City Council by July 30/31. Jegeris mentioned Mayor is making cuts, potentially impacting EM. Thom mentioned, Board of Commissioners continue discussing County budget. Willett shared, year over year (FY18 vs FY19) budget increased due to lease payments for back-up EOC (Camp Rapid) and off-site storage. Willett added, any EM budget revisions mandated by City will also be revised on the EM County budget (both entities share equally EM funding).
  
  o **State OEM EMPG Grant Distribution:** Willett said State Office of Emergency Management (OEM) funds will be reduced beginning FY2019, further impacting EM budget.

• **LEOP (Local Emergency Operations Plan) Annual Review/Update:** Willett stated first responders already trained. EM will be focusing on “whole community” training, i.e., churches, non-profits, community groups, etc.
  
  o **Civil Disturbance Annex:** Willett said State is highly focused on Civil Disturbance, which may result in potential legislation.
  
  o **Mass Fatality Annex:** Willett shared White currently working on plan. She has met with a variety of agencies and organizations, to include victim specialists, faith-based groups and mental health providers.

**Adjournment:** Motion by Sortland to adjourn, seconded by Thom. Motion carried. Adjourn 9:44 a.m.